



DEFENSE



DEC 20 2012

SECURITY SERVICE
27 130 TELEGRAPH ROAD
QUANTICO, VA 22134

MEMORANDUM FOR ALL DEFENSE SECURITY SERVICE PERSONNEL

SUBJECT: Defense Security Service (DSS) Dress Code Policy

This memorandum sets forth the dress code policy and guidance for all employees, and supersedes all previous dress code policies and guidance. Work attire should reflect an efficient, orderly, and professionally operated organization and complement an environment that will adhere to occupational health and safety requirements.

As employees, we represent not only the agency, but also the United States Government as a whole. Therefore, it is important that we convey a favorable, professional image not only among ourselves, but also with those organizations and partners with whom we engage in business outside DSS. This dress code policy also applies to any seasonal employees, interns, or volunteers performing work on behalf of DSS. We will ask contractors to consider our dress code for their employees in addition to any corporate policy that would apply absent any specific contractual provisions.

The attached guidelines provide examples of appropriate attire along with attire considered too casual and thus not acceptable for the workplace. I recognize the value of business casual attire on Fridays, and the occasional casual attire day, both of which create a more comfortable work environment and contribute to our strategic recruitment and retention efforts. Therefore, when employees are not otherwise required to attend scheduled meetings or perform other duties requiring business attire, employees may wear business casual attire on Fridays, and casual attire on designated "casual dress days."

I expect employees to follow the dress code policy at all times, to include during attendance at conferences and training sessions, unless conference/training event rules specify otherwise. While vendors may permit casual dress at conferences and training sessions, employees should remain cognizant of their appearance at all times while representing DSS and when interacting with noted speakers or other attendees. It is the responsibility of each employee to meet these expectations for his or her personal appearance on a daily basis, and it is the responsibility of each supervisor to enforce adherence to this policy.

Supervisors may grant exceptions to this policy when personnel will be engaged in work that could result in excessive soiling of or damage to normal work attire (e.g., during an office move or clean-up), or on other appropriate occasions (e.g., agency picnics or holiday parties);

however, employees must maintain a clean and professional appearance at all times. Supervisors may also grant exceptions to this policy for employees with medical conditions or disabilities that necessitate variations in acceptable dress. When granting exceptions to this policy,

supervisors should use sound judgment in balancing the needs and comfort of personnel with the requirement to maintain a professional appearance.

The key to sustaining an appropriate business attire program is the use of common sense. If you question the appropriateness of the attire, it probably isn't appropriate. Since styles are subject to change, and it is not possible to include examples of all items that would be inappropriate, I expect employees to exercise good judgment and discretion in their choice of attire. Enforcement of this policy is the responsibility of management and supervisory personnel. Direct your requests for advice and assistance in administering or interpreting this guidance through your supervisory chain.

Stanley L. Sims
Director

Attachment:
Dress Code Guidelines

DRESS CODE GUIDELINES

I expect employees to be dressed appropriately and follow the agency's dress code policy at all times. The employee's immediate supervisor may approve any necessary exceptions to these requirements, but may not approve exceptions for those employees who deal directly with or in view of the public unless medically necessary.

While it is not possible to describe precisely and in full detail what constitutes appropriate work attire, employees must be neat, well-groomed, and appropriately dressed while performing their duties and while working with our internal and external clientele and colleagues. Employees are required to wear business attire Monday through Thursday, and have a choice between business attire and business casual attire on Friday.

General Guidelines

- I. **Business Attire.** Business attire is the traditional business attire that typically requires a coat and tie for men, and a dress/skirt or pants suit for women. Male employees with pierced ears are not permitted to wear earrings while attending meetings or interfacing outside of the agency on behalf of DSS. Appropriate business attire may include the following:
 - a. *Men:* Suits, blazers or sports coats, dress pants or tailored slacks, dress shirts with buttons and collars, tie, and dress shoes.
 - b. *Women:* Skirts and pants suits, dresses, slacks, blazers, blouses, sweaters, and dress shoes.
2. **Business Casual Fridays.** Business casual attire means casual clothing that is appropriate for a professional office environment. Appropriate business casual attire may include the following:
 - a. *Jacket/Blazer:* Worn with open collar shirts or turtlenecks.
 - b. *Slacks/pants:* Wool and cotton slacks, provided they are clean and wrinkle free. Jeans are inappropriate/not permitted.
 - c. *Shirts:* Casual shirts with collars (for men), polo shirts, sweaters, and turtlenecks.
 - d. *Dresses/skirts:* Casual dresses and skirts that while not formal, are appropriate for a business environment.
 - e. *Footwear:* Loafers, boots, flats, and leather casual shoes. (No tennis/sneaker shoes)

Personnel may not wear inappropriate attire on business casual Fridays such as the items described in paragraph 5 below.

3. **Casual Dress Days.** I, or an official authorized to act on my behalf, may approve casual attire on designated "casual dress days." On these days, personnel may wear jeans, shirts without collars, sneakers, and other appropriate casual attire, unless they are representing DSS at meetings with industry, members of the public, or representatives from other government agencies. Personnel may not wear inappropriate attire on casual dress days such as the items described in paragraph 5 below.
4. **Field Conditions.** Safety clothing such as steel-toe shoes, jeans, or other protective clothing as prescribed by the supervisor must be worn when performing inspections at Arms, Ammunition, and Explosives facilities, shipyards, test ranges, or other indoor or outdoor work areas that require additional safety precautions. Occupational health and safety regulations do not recognize women's high-heeled shoes as safe footwear for such environments, and therefore women may not wear them while performing inspections of those described areas.
5. **Inappropriate Items.** The following items are prohibited at all times:
 - Facial piercings
 - Wrinkled, worn out, stained, ripped, torn, frayed, or dirty clothing
 - Lingerie style garments, or those that are too transparent or overly revealing such as backless clothing and halter tops
 - Undershirts or shirts meant to be worn as undergarments
 - Clothing that shows the midriff
 - Skirts with high slits
 - Clothing with potentially offensive words, terms, pictures, or logos
 - Articles of clothing that display or promote the use of illegal substances or activities, or that promote activities or contain slogans that may embarrass or reflect adversely on DSS or the Federal government
 - Short pants ("shorts") that end between mid-thigh and above the knee are not acceptable; Capri pants are acceptable on "casual dress days" for women
 - Athletic shoes, flip-flops, rubber beach thong sandals; slippers; stilettos, high-heels and/or platform shoes of excessive height; or other styles of shoes that present a safety or tripping hazard to its wearer
 - Hats are not appropriate in the office. With the exception of headgear for religious purposes, or to honor cultural or racial traditions, all staff should remove hats, caps, or other headgear while on duty indoors

The above list is not inclusive of all attire or items that I deem inappropriate. Managers have the authority to determine appropriateness for any particular professional work environment.

Personal Hygiene

I expect employees to maintain well-kept hair, good personal hygiene, and general neat grooming. Because some individuals may be sensitive to strong fragrances, employees will use perfume, cologne, and aftershave lotion in moderation.

Accountability

I will make this policy available to all personnel.

Managers and supervisors are responsible for monitoring and enforcing the dress code policy. If questionable attire is worn in the office, the respective manager/supervisor will hold a discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire. Violations may result in the supervisor sending the employee home, at the expense of personal leave time, to change his or her clothing. Repeat offenses may result in disciplinary action.